

Approved Release 2002/05/02 : CIA-RDP61-00000A000200080002-8

Office Memorandum No. 001 UNITED STATES GOVERNMENTNO CHANGE in Class. ☐☐ DECLASSIFIED

DATE: 28 January 1949

25X1A9a TO : Management Officer Class. CHANGED TO: T3 S ~~CONFIDENTIAL~~

FROM : DDA Memo, 4 Apr 77

SUBJECT: Handling, Packaging and Dissemination of CIA Produced Intelligence. Auth: DPA REG. 77/1763

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1. Project.

a. In compliance to your request, the Management Office was represented at a conference held in OCD on 21 January 1949. Members of the Library Branch, OCD and Reproduction Branch, and Services Office were concerned with the increasing volume of intelligence production, under the existing procedure for the handling of classified materials as determined by CIA security regulations, and the inability of either office to handle this increased workload.

b. This increase has been brought about by the changes in security classification of many FDB publications, the addition of many new publications and the revision of dissemination requirements for all of the Basic Intelligence Publications (NIS Gazeteers and NIS Proper).

c. While both OCD and Reproduction Branch, Services Office were acquainted with the problem individually, each thought that the other had made provision for this increased workload and would be able to handle it when necessary.

2. Workload Data.

a. The present workload of intelligence publications indicates that on an annual basis, CIA produces 2,054,270 documents numbering 85,435,650 pages. 97.8% of this page production is reproduced by Reproduction Branch, Services Office and the remaining 2.2% by Library Branch, OCD. (See Exhibit "A" for detailed breakdown)

3. Present Procedure.

a. Of the 97.8% that is reproduced by Reproduction Branch, 46.6% is disseminated directly to recipients, 51.2% is double wrapped and sealed and delivered to Library Branch, OCD. This, in addition to the 2.2% that is reproduced in OCD, is made ready for dissemination at that office and then disseminated to recipients. This calls for dual handling of 51.2% of our entire intelligence production. (See Exhibit "B")

b. A Time and Motion Study was made on 89 secret documents (see Exhibit "D") and based on this study, it is estimated that following the present procedure, 22,000 man hours of work per annum will be needed to accomplish the present workload.

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4. Suggested Procedure.

a. Preliminary verbal concurrence has been received from the Chief, Physical Security Branch, I&S that canvas mail bags with locks will conform with regulations covering intra-IAC classified document dissemination.

b. All CIA produced intelligence will be picked up at point of reproduction origin by CIA Couriers for direct delivery to recipients. Classified documents for IAC dissemination will be bagged and locked with duplicate keys in office of recipients. These bags will contain twine wrapped standard units determined by CIA, OCD standard distribution clerks, both in M Building and at [REDACTED], and dissemination lists will be adjusted for conformance to these standard units.

c. The suggested procedure outlined in (Exhibit "E") reduces the operations from 14 (in Exhibit "D") to 7 steps, eliminates the necessity for all wrapping of CIA publications for IAC dissemination and eliminates the dual handling of 51.2% of our workload.

5. Comparison of Costs.Using Present Procedure

1 CAF 4 Standard Distribution Clerk \$ 2,724
10 CAF 2 Packing & Shipping Clerks 22,840
Wrapping Paper 16,800
Total Cost \$42,364

Suggested Procedure

2 CAF 4 Std. Dist. Clerks \$ 5,448
6* CAF 2 Pack. & Ship. Clks. 13,704
20 Registered Canvas Mail Bags 100
20 Locks 20
Total Cost - \$19,272

*2 employees on part time basis -
Dup. Mach. Oper. & Shipping Clerk

Net Saving - \$23,092.00 per annum -

6. Conclusion.

a. At the present time there are 2 employees per day being used on a full time basis and 2 employees on a part time basis in the Reproduction Branch, Services Office for the packaging, wrapping and shipping of intelligence production and 2 employees on a full time basis in OCD. Using the present procedure, the estimated future workload would require 11 employees per day. With the institution of the suggested procedure (Exhibit "E") the following breakdown of personnel is recommended:

Reproduction Branch, Services Office

1 Standard Distribution Clerk
3 Packing and Shipping Clerks
2 Packing and Shipping Clerks (Part Time)

OCD - Library

1 Std. Dist. Clerk
1 Pack. & Ship. Clk.

In light of the reduction in workload to be performed by the Library Branch, OCD, from 53.4% of the volume to 2.2% of the volume, it is recommended that a Standard Distribution Clerk presently employed in OCD be detailed to Reproduction Branch, Services Office for control duties in the establishment of the new procedure.

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b. A survey was made of the Reproduction Branch on 27 January 1949 and it is the opinion of the Management Office Personnel present at that survey that no space exists at the present time for the setting up of suggested procedure (Exhibit "E").

c. Until such time as this procedure can be fully implemented by the acquisition of additional space by the Reproduction Branch or such changes in reproduction methods and techniques that will allow for space within the present facilities, it is suggested that the dissemination of CIA produced intelligence be continued from its existing points of origin using such portions of the suggested procedure that will eliminate all double wrapping and sealing. Chief, Reproduction Branch has agreed to make space available for Bunn Tying Machine already in his possession.

7. Tentative Procedure.

Step 1. Reproduction will call OCD Standard Distribution Clerk for unit designation of publications to be sent to OCD Library Branch for dissemination.

Step 2. Reproduction will tie in required units and put in locked canvas mail bags for delivery to OCD Library Branch.

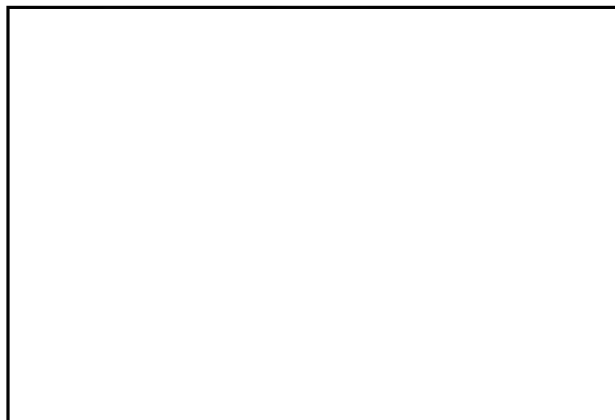
Step 3. OCD Library Branch will unlock bags, affix such document receipts as are necessary and combine with their intelligence produced documents into bags marked for IAC Dissemination.

This tentative procedure will eliminate all double wrapping of documents for IAC dissemination and will effect a savings of approximately \$16,800 per annum.



CONCURRENCE:

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